

# JD For Staffing Coordinator

Job Title: Staffing Coordinator

Company: [Company Name]

Location: [City, State]

## Job Description:

As a Staffing Coordinator, you will be responsible for coordinating and scheduling the deployment of staff for the company. This includes maintaining and updating staff schedules, coordinating with managers and supervisors to ensure adequate staffing levels, and communicating with staff regarding their schedules and assignments. Additionally, you will be responsible for maintaining accurate records of staff attendance and availability, and assisting with the hiring and onboarding process for new staff members.

## Key Responsibilities:

- Maintaining and updating staff schedules
- Coordinating with managers and supervisors to ensure adequate staffing levels
- Communicating with staff regarding their schedules and assignments
- Maintaining accurate records of staff attendance and availability
- Assisting with the hiring and onboarding process for new staff members

## Technical Competency Requirements:

- Strong knowledge of scheduling and coordination processes
- Experience with scheduling software and systems
- Experience with data entry and record-keeping
- Experience with Excel and other data management tools

## Behavioral Competency Requirements:

- Proven ability to work well in a team environment
- Proven ability to work independently
- Proven ability to handle multiple tasks simultaneously
- Proven ability to meet deadlines
- Proven ability to adapt to change
- Proven ability to work with sensitive and confidential information



- Strong communication and organizational skills

## Qualifications:

- High school diploma or equivalent
- 1+ years of experience in scheduling and coordination
- Strong understanding of scheduling and coordination processes
- Experience with scheduling software and systems
- Experience with data entry and record-keeping
- Experience with Excel and other data management tools
- Strong communication and organizational skills